

PREPARING NEPA DOCUMENTS FOR WEB DISPLAY

Submit all documents in Word format, and submit any graphics (photos, maps) as separate jpg or tiff files.

Word Documents

Prepare documents as full page text.

Use tables to display formatted text, not tabbed columns.

The Word file may include embedded necessary graphics, but these graphics should also be submitted as separate files. Recommended format for photos is .jpg. Recommended format for maps is .tiff.

Graphics

These guidelines are meant to assist anyone producing a map for a BLM web site to create maps that are consistent, easy to read and understandable. While modifications may be necessary depending upon the scale and purpose of the map, these guidelines should be adhered to as closely as possible.

1. Keep it simple! Show only what is necessary to get the message across.
2. Use standard symbols as used in the BLM 1:100,000 series maps as much as possible, including the standard ownership colors.
3. Shaded relief is the best way to show topography on web maps. Do not use topographic data (1:100,000 or 1:24,000 digital raster graphics).
4. Ownership should be shown only when it is relevant to the information being presented.
5. The map legend should normally be at the bottom of the map.
6. Make a 300 dpi tif file of each map for submission to the State Office.
7. Put the file in the internal state office ftp directory
(\\azso3web1\gis\aso\webmaps)
8. Notify the State Office webmaster, Loren Billerbeck, after the file is in the ftp site.

Required Map Elements:

- Title
- Legend
- Scale
- Location Map (Showing Location in the Entire State)
- North Arrow
- BLM Logo
- Other Agency Logos (Cooperative Products Only)
- Date (Month, Day, Year) or (Month, Year)
- Generating Office Information
- Disclaimer Examples:
 1. “No warranty is made by the Bureau of Land Management as to the accuracy, reliability, or completeness of these data for individual or aggregate use with other data. Original data were compiled from various sources. This information may not meet National Map Accuracy Standards. This product was developed through digital Means and may be updated without notification.”
 2. “The Bureau of Land Management makes no warranties, implied or expressed, with respect to information shown on this map.”